

BTEC First Certificate and Diploma in Business

Available from September 2006

advancing learning, changing lives

Firsts

Features

- ◆ QCA accredited NOF Level 2 work-related qualifications
- ◆ Mapped to QCA's guidelines on work-related learning at Key Stage 4: [more details](#)
- ◆ Available in schools for pre-16 learners and further education colleges for post-16 learners
- ◆ BTEC First Certificate equivalent to 2 GCSEs grades A*-C
- ◆ BTEC First Diploma equivalent to 4 GCSEs grades A*-C

Advantages

- ◆ Learners who are employed in business organisations will be able to develop their underpinning knowledge and skills
- ◆ Provide opportunities for learners to develop a range of skills and techniques, personal qualities and attitudes essential for successful performance in working life
- ◆ Motivates learners via applied learning and assessment
- ◆ BTEC qualifications are recognised by employers and education institutions
- ◆ Provides a good progression route to more advanced qualifications eg BTEC Nationals
- ◆ Esteem of working in a sector of choice

Benefits

- ◆ Publicly funded on DfES Section 96 and Section 97
- ◆ Listed on the DfES Achievement and Attainment Tables
- ◆ Allows flexible delivery for teachers
- ◆ Availability of detailed support material for new centres

Centres must have approval from Edexcel to offer these qualifications.

For information on how to get approval, please call Edexcel Customer Services on 0870 240 9800 or alternatively see the following link: <http://www.edexcel.org.uk/sfc/forms/approval/>

QAN Number: Certificate: 100/5692/0; Diploma: 100/5691/9

Current accreditation from: 1 September 2006 to 31 August 2009

Current certification end date: 31 August 2011

For accreditation information, please visit the National Database of Accredited Qualifications by clicking here: [Certificate](#) and [Diploma](#).

Structure

BTEC First Diploma in Business	BTEC First Certificate in Business
Three core units	One core unit
<ul style="list-style-type: none"> • Exploring Business Purposes • Developing Customer Relations • Investigating Financial Control 	<ul style="list-style-type: none"> • Exploring Business Purposes
Select three specialist units	Select two specialist units
<ul style="list-style-type: none"> • Business Communication • People in Organisations • Providing Business and Administration Support • Personal Selling • Doing Business Online • Exploring Business Enterprise* • Starting a Small Business* <p>* Learners can study either Exploring Business Enterprise or Starting a Small Business, but not both.</p>	<ul style="list-style-type: none"> • Developing Customer Relations • Investigating Financial Control • Business Communication • People in Organisations • Providing Business and Administration Support • Personal Selling • Doing Business Online • Exploring Business Enterprise* • Starting a Small Business* <p>* Learners can study either Exploring Business Enterprise or Starting a Small Business, but not both.</p>

Unit Combinations

For the BTEC First Certificate the learner is required to complete the core unit and two specialist units from the list provided for a combined total of 180 guided learning hours (GLH) to complete the qualification.

For the BTEC First Diploma the learner is required to complete the three core units and three specialist units from the list provided for a combined total of 360 guided learning hours (GLH) to complete the qualification.

Specification and Guides

- Specification (BF017259)

These materials can be ordered from:

Edexcel Publications

Adamsway

Mansfield, Notts. NG18 4FN

Tel: 01623 467 467

Email: publications@linneydirect.com

An electronic version of the new specification is available on the Edexcel website. To access please see: <http://www.edexcel.org.uk/quals/first/business/btec-fc-sep-2006/btec-fc-busi/>

DfES Achievement and Attainment Tables

For more information and to view these please [click here](#)

Student Progression

BTEC First Diplomas and Certificates offer direct progression on to BTEC National programmes. On completion of a BTEC National, students can progress to a BTEC Higher National or BTEC Foundation Degree programme.

A BTEC First also prepares students for employment in their chosen career.

Units

Core Units

Unit 1: Exploring Business Purposes (60 GLH*)

Begins to develop learners' knowledge and understanding of the importance of businesses and how they operate.

Unit 2: Developing Customer Relations (60 GLH)

Will develop and broaden the learner's understanding of customer service in different businesses.

Unit 3: Investigating Financial Control (60 GLH)

Looks at the financial aspects of running a business, starting with an investigation into the types of costs that different businesses will incur.

Specialist Units

Unit 4: Business Communication (60 GLH)

Will develop learners' ability to use communication skills effectively in the context of a workplace setting.

Unit 5: People in Organisations (60 GLH)

Learners are introduced to the importance of the roles people have and to the contribution individuals and groups make to the effectiveness of organisations.

Unit 6: Providing Business and Administration Support (60 GLH)

Introduces learners to the overarching purpose of providing business support, irrespective of the size of the organisation concerned.

Unit 7: Personal Selling (60 GLH)

Develops learners' understanding of the role and importance of personal selling activities for customers, employees and businesses.

Unit 8: Business Online (60 GLH)

Learners will be introduced to some of the types of online business activity, ranging from websites as merely 'passive brochureware' to those offering interactive product customisation and online buying.

Unit 9: Exploring Business Enterprise (60 GLH)

Helps learners to understand their own strengths and weaknesses, which will have a clear impact on both their ability to prepare for business and actually run the business itself

Unit 10: Starting a Small Business (60 GLH)

Learners will be able to consider their ability to run the business, including the skills they already have that will support the business idea and what new personal development they may have to undertake in order for the venture to be successful.

* GLH = guided learning hours

A notional measure of the substance of a qualification. It includes an estimate of time that might be allocated to direct teaching, instruction and assessment, together with other structured learning time such as directed assignments or supported individual study. It excludes learner-initiated private study.

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Contact us

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